

7 October 1954

TO : Acting Chief of Logistics

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- The Weekly Production Report is attached. A discrepancy in the backlog figure for ditto work has been noted. The correction of this discrepancy and completion of a big ditto job during the week has virtually eliminated this backlog.

2. PROJECTS

a. Air Conditioning (continued item) -- The work of general renovation is now approximately 65% complete. Air conditioning is about 85% complete, installation of unit heaters 50%, and the electricians are approximately 40% complete. The electricians will be unable to proceed further until the 2500 amp breaker is received and installed. In order to accommodate this new breaker the transformer room will have to be remodeled. RE&C has allowed \$9200.00 and has advised GSA to proceed with this work.

b. Renovation of Space for Motion Picture Facilities (continued item) -- RE&C has been asked to proceed with the implementation of renovation plans at the estimated costs of \$9300.00 plus the engineering fee of approximately 10%.

25X1X4 c. Securing the Large Press Room (new) -- The large amounts of work now being produced has pointed up the need for completely securing our large pressroom. This has become necessary (1) because the large amounts of materials produced overtax present vault facilities, and (2) from a technical point of view production can be increased when it is possible to leave the plate on the press overnight. Makeready time can be reduced considerably when there will be no security problem in leaving the classified plate on the press.

The problem has been given to the Security Office and their recommendation has been to install an [] system in this room. The

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initial cost of the [] system will be approximately \$860.00. An annual service charge would amount to \$775.00 and there would be an additional expenditure of approximately \$780.00 for expanded metal grillwork. When the area becomes secured it is anticipated that one of the two guard positions now in existence will be discontinued at an annual savings of approximately \$14,000.00. RE&C has been requested to proceed with this project.

3. OTHER ITEMS OF INTEREST

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a. [] (continued item) -- The printing of the [] booklet has been completed. The trimming, folding and packaging operations are underway, and partial shipments of this material will begin 8 October 1954.

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The [] job mentioned in last weeks report turns out to be an 8 page booklet and 750,000 copies are required instead of 1,000,000. The due date of 1 November 1954 still stands and is expected to be met.

b. ORR Motion Picture Support (continued item) -- Work has not resumed on the film shot at the Pentagon some weeks ago.

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In regard to filming the DCI security film, it has been agreed that ORR will endeavor to provide three cameras, lighting equipment and necessary film. P&RD will furnish sound recording equipment and do the processing of the film. The filming will be in Room 117, Central Building and to ensure an adequate electrical supply for lights, the Chief electrician [] will check the room and determine if additional circuits are needed.

c. Rush Work (continued item) -- This week there are 20 ORR reports in the plant. Five reports were completed and delivered during the week. The nine reports that ORR was holding have been released for production. ORR has advised that one report will have some changes, necessitating partial rerun, and one report will have to be completely rerun.

ONE has recently made heavy demands on the plant. They requested ten proofs of a 143 page NIE in a week and then submitted another NIE of 137 pages to be set and proofed in four days. Overtime will be necessary to accomplish the second request.

ORR/Cartographic Division has requested the printing of seven charts within a 16 hour deadline. They have received permission to have ORR reports set aside while these charts are being processed.

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d. Field Printing Capabilities for [] Work (continued item) -- No change.

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e. Printing of Supplemental Newspaper Clippings (continued item)
-- The results from experimentation with the Steno-fax machines have been very satisfactory. It is believed that with the purchase of two of these machines this program can be adequately accomplished with our present facilities, providing, however, that DD/P will agree to time schedules now being formulated. The operational proposal is in draft form and will be submitted to DD/P within a few days.

f. Dissemination of Agency Regulatory Issuances (continued item)
-- No change.

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The second point of discussion was relative to the number of blank pages that were being placed in the books. P&RD reviewed the causes of this condition and agreed to a trial period of approximately six weeks in which to solve the problem. If definite improvement is not noticed during this trial period, a return to hand collation of this project may be necessary.

The third point of discussion concerned the number of address changes and the rapidity with which these changes were made on the dissemination lists of [redacted] publications. This challenge is being investigated to determine wherein improvement can be made.

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4. SPECIAL PROBLEMS

a. None.

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